

**Model School Improvement Visit**  
**Schedule (With and Without Equity)**  
**and List of Required Interviews**  
**2006-07**

Attached is a list of the interviews required as a component of the school improvement visitation process as well as examples of what site visit schedules might look like (with and without focused equity). *It is not a required schedule that a school district must adopt.* This is meant to be a guide as a school district is putting its visit schedule together. It may be adapted, within limits, in collaboration with the DE site visit team leader to align the district schedule, the schedules of school staff, and the schedules of community representatives.

The morning of the first day and final day should look alike for most visits. It is important that team meeting time and time to review documents be built into each day's schedule. It is also important that the final schedule include the site(s) where the interviews will be held. *The names of the persons to be interviewed could be included on the schedule or provided to the team leader on a separate list.*

*If possible, it is advantageous for interviews to be conducted somewhere other than the team workroom.* This allows some team members to work on document review while others are conducting interviews. The site visit team leader will work with the school/district as it develops the schedule for the site visit.

## Required Onsite Interviews: Comprehensive Site Visits

### 2006-07 School Year

Iowa Department of Education

In developing the visit schedule, the following groups and individuals are required to have separate interviews of approximately one hour unless otherwise stated. It is not expected that administrators or other school administrators be present at the interviews of parents, students, committee members, or school board members. Team members will facilitate introductions and explain the purpose of the visit at the beginning of each interview session. Each interview group should include gender balance and representatives of diverse racial/ethnic groups when possible.

#### Interviews Required by All School Districts and Accredited Nonpublic Schools

**Building Principals.** Elementary, middle school, and high school principals may be interviewed as a group or individually at a designated site within the district. Follow-up interviews may be conducted with individual principals if necessary. In large districts a representative sample group of administrators may be selected for the interview.

**High School Students (10-12 students).** This group should reflect the student population including demographic diversity in terms of academic performance, college- and non-college- aspirations, gender, diverse racial/ethnic representatives, and low as well as middle and high-income representatives. Half the students in this group should be chosen from students who are receiving services from programs such as Special Education, At-Risk, English Language Learners, Gifted and Talented, Title I, and Career & Technical Education. *Students who are sons or daughters of teachers, administrators, or other employees at the school should not be included in student interviews.*

**Middle School Students (10-12 Students).** This group should reflect the student population including demographic diversity in terms of academic performance, college and non-college aspirations, gender, diverse racial/ethnic representatives, and low as well as middle and high-income representatives. Half the students in this group should be chosen from students who are receiving services from programs such as Special Education, At Risk, English Language Learner, Gifted and Talented, and Title I. *Students who are sons or daughters of teachers, administrators, or other employees at the school should not be included in student interviews.*

**Elementary Parents (10-12 parents).** This group of parents should reflect the preK-5 system with the same demographic distribution as for the student interviews. *The parent group should not include employees or spouses of staff members.* Half the parents in this group should be chosen from parents of students who are receiving services from programs such as Special Education, At-Risk, English Language Learners, and Title I.

**Secondary Parents (10-12 parents).** This group of parents should include parents of students in grades 6-12 with the same demographic distribution as for the student interviews. *The parent group should not include employees or spouses of staff members.* Half the parents in this group should be chosen from parents of students who are receiving services from programs such as Special Education, At-Risk, English Language Learners, Gifted, Title I, and Career & Technical Education.

**School Improvement Advisory Committee (SIAC) Members** This interview includes members of the SIAC including students, community representatives, parents, staff and board members. This group should reflect diversity in terms of gender, racial/ethnic background, and disability when possible. *This interview group should not include only employees or spouses of staff members.*

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**Elementary Teachers.** This interview should contain a group of 10-12 elementary teachers, including two teachers from each grade level K-5 as well as representation of Special Education and Title I teachers. The group should have a balanced representation of gender and include teachers of diverse racial/ethnic backgrounds when possible.

**Middle School Teachers.** This interview should contain a group of 10-12 middle school teachers including at least two teachers from each grade level. To the degree possible this group should include teachers from all curriculum areas and special education. The group should have a balanced representation of gender and include teachers of diverse racial/ethnic backgrounds when possible.

**High School Teachers.** This interview should contain a group of 10-12 high school teachers including two teachers from each grade level. To the degree possible this group should include teachers from all curriculum areas and special education teacher(s). The group should have a balanced representation of gender and include teachers of diverse racial/ethnic backgrounds when possible.

**Special Education Teachers .** This interview is with special education teachers representing Preschool, elementary, middle school and high school levels. In a small district it may be all the special education teachers. In a larger district it may be a selected group of 6-12 teachers.

**Board of Education.** This interview should include less than a quorum of board unless notice of the meeting has been properly published.

**Support Staff Members.** This interview should include secretaries, classroom paraprofessionals, media associates, school nurse, food service employees, transportation personnel and custodians. *The Support Staff group should not include spouses of staff members.*

**Career and Technical Education Teachers (Vocational) (public schools).** This interview should include middle school and high school representatives from each area of the career and technical education program offerings in grades 7-12.

**K-12 Program Coordinators (public schools).** This interview should include staff members that coordinate programs and services K-12. Included should be the coordinators for At-Risk, Gifted & Talented, Equity, Title I, Mentoring and Induction, and alternative school. Counseling, media, and technology staff should also be represented in this group. This interview may need to be split into two separate sessions or extended to 90 minutes.

**Superintendent & Curriculum Coordinator.** This interview may be with one or two individuals depending on the size of the school district or school. It would be advantageous to schedule this interview directly following the district presentation. This would provide the team with an opportunity to ask questions that result from the district presentation, as well as an opportunity for the Superintendent to ask any questions he/she might have. The Superintendent and/or Curriculum Director may also be called upon to answer questions throughout the site visit as needed.

### **Optional Interviews**

**Other.** There may be employee, student, parent, or community-based groups or organizations that are unique to the school district or school, and which collaborate with or support the school district in providing educational programs and services. These may be scheduled in an optional interview slot.

### **Additional Interviews Required for Focused Equity Visits**

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**Equity Coordinator (s).** This interview is with the person(s) designated to coordinate the school district's efforts to comply with civil rights/equity requirements such as Title IX (Gender Equity), Section 504 (Disability Equity), Title VI (Race/National Origin Equity). This should be the person or persons designated as the contact person on the district's non-discrimination policies. In some districts it may be one person. In others they may be two or more persons sharing the responsibility.

**Counselors.** This interview is with elementary, middle school, and high school counselors. In large school districts it may be with a representative group of 6-10 counselors.

**ELL, At-Risk, Homeless, Nurse.** This interview group; should include the staff that work with English language learners, the coordinator of the At-Risk program, the coordinator of services for homeless students and the school nurse. In a large school district there may be a separate interview needed with ELL staff.

**Athletic Director, Activities Coordinator, and Coaches.** The athletic coordinator and the activities coordinators may be one or two persons. The interview should include several head coaches representing both middle school and high school as well as both boys and girls programs. When possible the interview should include both male and female head coaches and minority coaches when possible.

**Employment, Personnel and Human Resource Coordinator.** This interview is with the person responsible for directing and coordinating employment and personnel policies and processes. In small district this is usually the Superintendent. In larger districts it may be someone with specialized employment/personnel related responsibilities.

**TAG Coordinator and Media Personnel.** This interview should include the person who serves as coordinator of services for talented and gifted students and certified media staff from the elementary schools, middle schools and the high school.

**Career and Technical Education Teachers (Vocational).** This interview should include middle school and high school representatives from each area of the career and technical education program offerings in grades 7-12.

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School District Site Visit Schedule (A/B Teams)				
3-Day Visit				
Day 1				
Time	Teams	Event/Activity	Participants	Location
8:00 – 9:00	A/B	Team Orientation/ Document Review	Team Members	Team Room
9:00 – 10:00	A/B	District Overview	Names of District Administrative Team	Team Room
10:00 – 10:30	A/B	Follow Up Questions	.	Team Room
10:30 – 11:45	A/B	Document Review	Team Members	Team Room
11:45 – 12:30	A/B	Lunch	Team Members	
12:30 – 1:30	A	Interview with Elementary Principal(s)	Name of Principal(s)	Prin. Office
	B	Interview with Secondary Principal(s)	Name of Principal(s)	Prin. Office
1:30 – 2:30	A	Interview with Middle School Students	Names of Students	MS Media Center
	B	Interview with Support Staff	Names of Staff	Conference Room
2:30 – 3:00	A/B	Break		Team Room
3:00 – 4:00	A	Interview with Elementary Teachers	Names of Teachers	Media Center
	B	Interview with Secondary Teachers	Names of Teachers	Conf. Room
4:00 – 5:00	A	Interview with School Improvement Advisory Committee (SIAC) Members	Names of Committee Members	Media Center
	B	Interview with School Board Members	Names of Bd. Mem.	Board Room

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School District Site Visit Schedule (A/B Teams)				
Day 2				
Time	Teams	Event/Activity	Participants	Location
8:00 – 9:00	A/B	Team Time	Team Members	Team Room
9:00 – 10:00	A	Interview with High School Students	Names of Students	Conf. Room
10:00 – 10:30	A	Report Work	Team Members	Team Room
9:00 – 10:30	B	Interview with Special Program Providers	Names of Special Program Providers	Media Center
10:30 – 11:30	A	Interview with Superintendent/Curriculum Director	Superintendent and Curriculum Director	Team Room
	B	Interview with Special Education Teachers	Names of Special Education Teachers	Media Center
11:30 - 12:00	A/B	Lunch	Team Members	
12:00 – 3:00	A/B	Report Work (Break as needed)	Team Members	Team Room
3:00 4:00	A/B	Interview with Career and Technical Education Teachers	Names of Teachers	Conference Room
4:00 – 5:00	A	Interview with Elementary Parents	Names of Parents	Media Center
	B	Interview with Secondary Parents	Names of Parents	Conf. Room

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School District Site Visit Schedule (A/B Teams)				
Day 3				
Time	Teams	Event/Activity	Participants	Location
8:00 – 11:00	A/B	Consensus Building/Report Writing		
11:00 – 12:00	A/B	Lunch		
12:00 – 1:00	A/B	Report Writing		
1:00 – 1:30	Team Leader	Meeting with Superintendent to Share Highlights from Report		
1:30 – 2:15	A/B	Share Report Highlights		

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School District Site Visit Schedule (A/B/C Teams)				
Day 1				
Time	Team	Event	Interviewees	Location
8:00-10:00	Teams A/B/C	Team Orientation and Document Review	Team Members	
10:00-12:00	Teams A/B/C	District Overview/ Interview with Superintendent, Curriculum Director	Names of Administrative Team Members	
12:00-12:45	Teams A/B/C	Lunch	Team Members	
12:45-1:15	Teams A/B/C	Preparation for Afternoon Interviews (Travel, if needed)	Team Members	
1:15-2:45	A	High School Principal Interview	Name of Principal(s)	
	B	MS Principal Interview	Name of Principal(s)	
	C	Elementary Principal Interview	Name of Principal(s)	
2:45-3:15	A	Team Dialogue	Team Members	
	B	Team Dialogue	Team Members	
	C	Team Dialogue	Team Members	
3:15-4:45	A	HS Teacher Interview	Names of Teachers	
	B	MS Teacher Interview	Names of Teachers	
	C	Elementary Teacher Interview	Names of Teachers	



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4:45-5:15	A	Team Dialogue	Team Members	
	B	Team Dialogue	Team Members	
	C	Team Dialogue	Team Members	
5:15-6:30	A	Board of Education	Names of Board Members (If more than a quorum, notice as a public meeting.)	
	B	Secondary Parent Interview (grades 7-12)	Names of Parents	
	C	Elementary Parent Interview (grades K-6)	Names of Parents	

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School District Site Visit Schedule (A/B/C Teams)				
Day 2				
8:00-9:30	A/B/C	Team Dialogue/Document Review/Travel	Team Members	
9:30 – 10:00	B/C	Team Dialogue/Document Review/Travel (Cont.)	Team Members	
9:30 – 11:00	A	K-12 Program Provider Coordinators Interview	Names of K-12 Program Provider Coordinators	
10:00-11:00	B	HS Student Interview	Names of Students	
	C	MS Student Interview	Names of Students	
11:00-12:00	A/B/C	Break/Lunch	Team Members	
12:15-1:15	A	Career/Technical Teacher Interview	Names of Teachers	
	B	Support Staff Interview	Names of Support Staff Members	
	C	Special Education Teachers	Names of Special Education Teachers	
1:15-4:30	A	Team Dialogue/Report Development	Team Members	
	B	Team Dialogue/Report Development	Team Members	
4:30-5:45	A	Interview with School Improvement Advisory Committee (SIAC) Members	Names of Committee Members	

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School District Site Visit Schedule (A/B/C Teams)				
Day 3				
Time	Team	Event	Interviewees	
8:00-9:30	A/B/C	Team Dialogue and Report Development	Team Members	
9:30-1:00 (approximate time)	A/B/C	Consensus Building and Preparation for the site visit highlights (working lunch)	Team Members	
1:00-1:15 (approximate time)	Team Leader	Meeting with the Superintendent to discuss any non-compliance	Team Leader	
1:15-1:45 (approximate time)	A/B/C	Site visit highlights	Administrative Team and Others as Determined by the District	

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School District Site Visit Schedule <b>With Equity</b> A/B Teams 3-Day Visit				
Day 1				
Time	Teams	Event/Activity	Participants	Location
8:00 – 9:00	A/B	Team Orientation/ Document Review	Team Members	Team Room
9:00 – 10:00	A/B	District Overview	Names of District Administrative Team	Team Room
10:00 – 11:00	A/B	Interview with Superintendent/Curriculum Director	Names of Superintendent, and Curr. Dir.	Team Room
11:00 – 11:30	A/B	Document Review	Team Members	Team Room
11:30 – 12:15	A/B	Lunch	Team Members	
12:15 – 1:30	A	Interview with Elementary Principal(s)	Name of Principal(s)	Prin. Office
	B	Interview with Secondary Principal(s)	Name of Principal(s)	Prin. Office
	Equity Team Leader	Interview with Equity Coordinator	Name of Equity Coordinator	TBA
1:30 – 2:45	A	Interview with Middle School Students	Names of Students	MS Media Center
	B	Interview with Support Staff	Names of Staff	Conference Room

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	Equity Team Leader	Interview with Personnel, Equal Employment Opportunity, and Affirmative Action Coordinators(s)	Names of Coordinators	TBA
2:45 – 3:00	A/B	Break		Team Room
3:00 – 4:25	A	Interview with Elementary Teachers	Names of Teachers	Media Center
	B	Interview with Middle School Teachers	Names of Teachers	Conf. Room
	Equity Team Leader	Interview with Guidance Counselor(s), grades K-12	Names of Counselor(s)	TBA
4:30 – 5:45	A/B	Interview with School Board Members	Names of Committee Members	Media Center
	Equity Team Leader	Interview with English Language Learner (ELL), At-Risk, and Homeless Coordinators and School Nurse	Names of ELL, At-Risk, and Homeless Coordinators and School Nurse	TBA

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School District Site Visit Schedule <b>With Equity</b> A/B Teams				
Day 2				
Time	Teams	Event/Activity	Participants	Location
8:00 – 8:45	A/B	Team Time	Team Members	Team Room
8:45 – 10:15	A	Interview with Special Program Providers	Names of Special Program Providers	Media Center
	B	Interview with High School Students	Names of Students	Conf. Room
	Equity Team Leader	Interview with Activities Director, Athletic Director, and Coaches	Names of Directors and Coaches	TBA
10:15 – 11:15	A/B	Interview with Superintendent/Curriculum Director (follow up information)	Superintendent and Curriculum Director	Team Room
11:15 - 12:00	A/B	Lunch	Team Members	
12:00 – 12:45	A/B	Report Work (Break as needed)	Team Members	Team Room
	Equity Team	Equity Team Meeting	Equity Team Members	Team Room
12:45 – 2:00	Equity Team Leader	Interview with Talented and Gifted (TAG) and Media Staff	Names of TAG Teachers and Media Staff	TBA
2:00 – 3:15	A	Interview with Elementary Parents	Names of Parents	Media Center
	B/ Equity	Interview with Special Education Teachers	Names of Special Education Teachers	TBA

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3:15 – 4:30	A	Interview with Secondary Parents	Names of Teachers	Media Center
	B	Interview with High School Teachers	Names of Teachers	Conf. Room
4:30 – 5:45	A/B/ Equity Team Leader	Interview with School Improvement Advisory Committee (SIAC) Members	Names of Committee Members	TBA

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3-Day School District Site Visit Schedule <b>With Equity</b> A/B Teams				
Day 3				
Time	Teams	Event/Activity	Participants	Location
7:30 – 8:45	Equity Team Leader	Interview with Career and Technical Education Teachers		
8:00 – 11:00	A/B	Consensus Building/Report Writing		
11:00 – 12:00	A/B	Lunch		
12:00 – 1:00	A/B	Report Writing		
1:00 – 1:30	Team Leaders	Meeting with Superintendent to Share Highlights from Report		
1:30 – 2:15	A/B	Share Report Highlights		



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3-Day School District Site Visit Schedule <b>With Equity</b> A/B/C Teams				
Day 1				
Time	Team	Event	Interviewees	Location
8:00-10:00	Teams A/B/C	Team Orientation and Document Review	Team Members	
10:00-12:00	Teams A/B/C	District Overview/ Interview with Superintendent, Curriculum Director	Names of Administrative Team Members	
12:00-12:45	Teams A/B/C	Lunch	Team Members	
12:45-1:15	Teams A/B/C	Preparation for Afternoon Interviews (Travel, if needed)	Team Members	
1:15-2:45	A	High School Principal Interview	Name of Principal(s)	
	B	MS Principal Interview	Name of Principal(s)	
	C	Elementary Principal Interview	Name of Principal(s)	
	Equity	Equity Coordinator	Name of Equity Coordinator	

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2:45-3:15	A	Team Dialogue	Team Members	
	B	Team Dialogue	Team Members	
	C	Team Dialogue	Team Members	
3:15-4:45	A	HS Teacher Interview	Names of Teachers	
	B	MS Teacher Interview	Names of Teachers	
	C	Elementary Teacher Interview	Names of Teachers	
	Equity	Counselors	Names of Counselors	
4:45-5:15	A	Team Dialogue	Team Members	
	B	Team Dialogue	Team Members	
	C	Team Dialogue	Team Members	
4:45 – 6:00	Equity	Athletic Director(s)		
5:15-6:30	A	Board of Education	Names of Board Members (If more than a quorum, notice as a public meeting.)	
	B	Secondary Parent Interview (grades 7-12)	Names of Parents	
	C	Elementary Parent Interview (grades K-6)	Names of Parents	

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3-Day School District Site Visit Schedule <b>With Equity</b> A/B/C Teams				
Day 2				
8:00 – 9:00	Equity	Team Dialogue	Equity Team Members	
8:00-9:30	A/B/C	Team Dialogue/Document Review/Travel	Team Members	
9:30-11:00	A	K-12 Program Provider Coordinators Interview	Names of K-12 Program Provider Coordinators	
	B	HS Student Interview	Names of Students	
	C	MS Student Interview	Names of Students	
	Equity	ELL, At-Risk, Homeless, Nurse		
11:15-11:35	A	Team Dialogue	Team Members	
	B	Team Dialogue	Team Members	
	C	Team Dialogue	Team Members	
11:35-12:15	A/B/C	Lunch		
12:15-1:30	A	Career/Technical Teacher Interview	Names of Teachers	
	B	Support Staff Interview	Names of Support Staff Members	

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	C /Equity	Special Education Teachers	Names of Special Education Teachers	
1:30-1:50	A	Team Dialogue	Team Members	
	B	Team Dialogue	Team Members	
	C	Team Dialogue	Team Members	
	Equity	Human Resources Coordinator		
1:50-4:30	A/B/C /Equity	Report Development	Team Members	
4:30-5:45	Team A/B	Interview with School Improvement Advisory Committee (SIAC) Members	Names of Committee Members	
	Equity	TAG/Media		

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3-Day School District Site Visit Schedule <b>With Equity</b> A/B/C Teams				
Day 3				
Time	Team	Event	Interviewees	
7:30 – 8:30	Equity	Career and Technical Education Teachers		
8:00-9:30	A/B/C	Team Dialogue and Report Development	Team Members	
9:30-1:00 (approximate time)	A/B/C	Consensus Building and Preparation for the site visit highlights (working lunch)	Team Members	
1:00-1:15 (approximate time)	Team Leader and Equity Team Leader	Meeting with the Superintendent to discuss any non-compliance	Team Leader and Equity Team Leader	
1:15-1:45 (approximate time)	A/B/C	Site visit highlights	Administrative Team and Others as Determined by the District	

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School District Site Visit Schedule <b>With Equity</b> A/B/C Teams 5-Day Visit				
Day 1				
Time	Teams	Event/Activity	Participants	Location
8:00 – 9:00	ABC	Team Orientation		
9:00-10:00	ABC	Document Review		
10:00-11:10	ABC	District Overview		
11:15-12:00	ABC	Lunch		
12:15 – 1:45	A	Elementary Teachers		Elementary School #1
	B	Elementary Teachers		Elementary School #2
	C	Elementary Teachers		Elementary School #3
	Equity	Equity Coordinator		
3:45 – 6:00	ABC	Document Review/Team Dialogue		

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School District Site Visit Schedule <b>With Equity</b> A/B/C Teams 5-Day Visit				
Day 2				
Time	Teams	Event/Activity	Participants	Location
8:00 – 11:00	A	Central Office Staff/Teachers		Middle School #1
	B	Teachers (2 groups)		Middle School #2
	C	Teachers (2 groups)		High School
11:15 – 12:00	ABC	Lunch		
12:15 – 1:45	A	Elementary Teachers		Elementary School #4
	B	Elementary Teachers		Elementary School #5
	C	Elementary Teachers		Elementary School #6
	Equity	At Risk/Homeless Personnel		
2:00 – 3:30	A	Elementary Teachers		Elementary School #7
	B	Middle School Teachers		Middle School #3
	C	High School Teachers		High School #2

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	Equity	Equity Coordinator		
3:45 – 6:00	ABC	Document Review/Team Dialogue		



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School District Site Visit Schedule <b>With Equity</b> A/B/C Teams				
Day 3				
Time	Teams	Event/Activity	Participants	Location
7:30 – 8:45	A	Interview with School Improvement Advisory Committee (SIAC) Members		
	B	School/Business Partnerships		
	C	Elementary Principals		
	Equity	Media Staff		
8:45 – 10:00	A/Equity	High School Principals		
	B	Middle School Principals		
	C	Support Staff (non-licensed)		
10:00 – 11:15	ABC	Document Review/Team Time		
11:15 – 12:00	ABC	Lunch		
12:00 – 1:30	A	Career and Tech Teachers		
	B	K-12 Program Coordinators		
	C	Board of Education		
	Equity	Guidance Counselors		
1:30 – 2:30	ABC	Document Review/Team Time		
2:30 – 3:45	A	Licensed Supp. Staff (Couns, Media)		
	B	Secondary Parents		
	C	Elementary Parents		
	Equity	Nurses		

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3:45 – 6:00	ABC	Document Review/Team Dialogue		
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School District Site Visit Schedule <b>With Equity</b> A/B/C Teams				
Day 4				
Time	Teams	Event/Activity	Participants	Location
8:00 – 11:00	A	Student Interviews (2 groups)		
		Student Interviews (2 groups)		
		Student Interviews (2 groups)		
11:15 – 12:00	ABC	Lunch		
12:00 – 1:00	A	Superintendent/Curriculum Director(s)		
	B	IT Personnel		
	C	Community Support Groups/Organizations		
	Equity	TAG Personnel		
1:15 – 2:30	ABC	Document Review/Team Dialogue		
2:30 – 3:45	A/Equity	Special Education Teachers		
	B	Instructional Strategists		
	C	Document Review		
3:45 – 6:00	ABC	Document Review/Team Dialogue		

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School District Site Visit Schedule <b>With Equity</b> A/B/C Teams				
Day 5				
Time	Teams	Event/Activity	Participants	Location
8:00 – 12:00		Report Work		
12:00 – 1:00		Lunch		
1:00 – 2:00		Report Work		
2:00 – 2:30		Share Report with Superintendent		
2:45		Report Highlights		

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Non-Public School Site Visit Schedule (One Team)			
Day 1			
Time	Event	Interviewees	Location
8:00 – 9:00	Document Review		Library
9:00 – 10:00	School Overview		Library
10:00 – 10:45	Principal Interview		Library
10:45 – 11:00	Break		
11:00 – 11:45	Student Interview		Library
11:45 – 1:00	Note taking, document review, and working lunch		Library
1:00 – 2:00	Support Staff Interview		Library
2:00 – 3:00	Interview with School Improvement Advisory Committee (SIAC) Members		Library
3:00 – 3:15	Break		
3:15 – 4:15	Teacher Interview		Library
4:15 – 5:00	Note Taking/Break		Library
5:00 – 6:00	Board of Education Interview		Library
Day 2			
8:00 – 10:00	Report Development		Library
10:00 – 10:30	Share Report Highlights		Library

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Non-Public School Site Visit Schedule (Two Teams)				
Day 1				
Time	Team	Event	Interviewees	Location
8:00 – 9:00	A/B	Document Review		Library
9:00 – 10:00	A/B	School Overview		Library
10:00 – 11:00	A/B	Principal Interview		Library
11:00 – 12:00	A	Student Interview		Library
	B	Support Staff Interview		Teachers' Lounge
12:00-12:45	A/B	Lunch		Library
12:45-3:00	A/B	Note taking, document review, and team time		Library
3:00-4:00	A	Teacher Interview		Library
	B	Interview with School Improvement Advisory Committee (SIAC) Members		Teachers' Lounge
4:00-5:00	A/B	Board of Education Interview		Library
Day 2				
8:00-11:00	A/B	Report Development		Library
11:00-11:30	A/B	Share Report Highlights		Library